Exigent Health & Safety Web Page
Release 6.2.0.0 - June 28, 2002
Update and Release Tips

The Office of Housing (Housing) commissioned PIH-REAC to develop a method to provide owners on-line access to report and certify the correction of Exigent Health & Safety (EH&S) deficiencies. Data in the on-line application is available to Field Office and Headquarters staff to review. Specific HUD staff (currently PIH-REAC QA staff only) can record the status of EHS defects while on site. Housing arranged to have PIIH-REAC QA staff visit properties soon after an inspection is completed to verify repair or mitigation of EHS defects.

The following special release notes provide advice to aid users with various application functions and nuances.

I.   **Unique User Features:**

A. **Multifamily Owner's Proxy – New Access to EH&S Web page:**
    The "Owner Coordinator's Proxy" will now be able to access the EH&S Web page and enter data for the properties assigned to them.

B. **Multifamily Housing Users:**
    HUD Multifamily users can access and enter EH&S data for the properties they are associated with, using their current login IDs.

C. **Housing, PIH-REAC QA, and PIH Users:**
    Exigent Health and Safety History Details Page: The History Details page displays historical entries made by both Owners and HUD users. All entries are displayed in chronological order, from the most recent entry listed at the top to the least recent at the bottom.

D. **Public and Indian Housing Users:**
    PHA Executive Director Access: In the case where a PHA Executive Director user is viewing a *PHA property* to enter mitigation information, the Certification page will appear and require the user to enter a choice of "Agree" or "Not Agree."

E. **Performance Based Contract Administrator (PBCA) Users:**
    When a Performance Based Contract Administrator is also an Owner Coordinator, the PBCA will be able to access the web page and the properties they can access will default to the properties within the Owner Coordinator's property profile **only**. If the PBCA user is not also an Owner Coordinator, they will be able to access the web page and the properties within their jurisdiction **only.**

II.   **All User Features:**

A. **Search Functionality**:
1. In some cases, when the EH&S Search Results are returned, they will be 'hidden' from the user because they are at the bottom of the page. The user can scroll down to the bottom of the page to view the results.
2. The EH&S Search Page allows the user to search by various search criteria: Response, State, Zip Code, Date of Inspection (Range), FHA No., Inspection ID, and Property ID. When using these specific criteria: Response, State, Zip Code, or Date of Inspection (Range), the user cannot also use the FHA No., Inspection ID, or Property ID. In addition, when using the FHA No., Inspection ID, or Property ID, the user cannot also use the Response, State, Zip Code, or Date of Inspection (Range) criteria at the same time.
3. When searching for a specific inspection using the Inspection ID, the user cannot specify a date range that is more than one year prior to today's date. If searching for a specific inspection, entering only the Inspection ID will return the inspection information, regardless of the inspection date.
4. Pressing the Reset button will allow the user to clear all search criteria previously entered.

B. **EH&S Report Search Result - "Date HUD Visited" Field:** The Exigent Health and Safety Report Search page shows the Search Result. Within the Search Result, a column is displayed entitled, "Date HUD Visited." A date will display in this field for each inspection, only after a HUD QA Inspector has reviewed all defects for the inspection and entered review information for each EH&S defect listed in the inspection.

C. **EH&S Defects Re-scored (Defects Excluded):** When an inspection with EH&S defects is Re-scored and the EH&S defects are excluded from the inspection, the defects will still appear on the Inspection Summary Report but will no longer be subtracted from the overall inspection score. However, when the defects have been excluded from an inspection, they will still appear on the EH&S Web Page as outstanding defects to be mitigated. To close out the defect, the user needs to enter a defect mitigation date and make a comment indicating that the defect will not be mitigated due to the Re-scoring and exclusion of the EH&S defects.

D. **Certification Page:**
1. When a MF/PIH user is entering mitigation information, the user will see the Certification page. The user must choose from either the "Agree" or "Not Agree" radio buttons.
2. If the user closes the browser window by mistake, before selecting "Not Agree" or "Agree" and clicking the Continue button, the application will default to save the choice as "Not Agree." This will be treated as a valid input; a valid "not agree" from the owner, and recorded as such.

3. Therefore, if the user needs to change this default choice to "Agree" after the browser closed down, the user must perform the following to alter and correct the record:
    a. Login to the application;
    b. Access the same inspection and mitigation information for that inspection;
    c. Once on the "Exigent Health and Safety Hazard Corrective Action" page, the user **must make a change of some kind within this page** (i.e. add additional comments to the Comments text box), and, after the change, click the "Update" button; and finally
    d. Once the Certification page appears, select the "Agree" radio button, and then click the "Continue" button.
4. In the case where a user is viewing a Multifamily/PIH property and is entering mitigation information, the Certification page will appear and require the user to enter a choice of "Agree" or "Not Agree." Please note that if any defects have an entry of "Not Agree," the inspection will not receive a status of "Complete" for EH&S defects until every defect has mitigation information entered and has a certification of "Agree" entered.